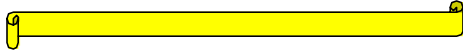


DOLLARS & SENSE A PROCUREMENT PERSPECTIVE



Fort Bragg, North Carolina
Oct/Dec 00 **Bulletin 01-01**

WHAT DOES IT ALL MEAN??

It's certainly easy to become confused when trying to decide what each division within Contracting does, so we've decided to provide you with a little primer of responsibilities:

CONTRACTING DIVISION: The Contracting Division is responsible for soliciting and awarding contracts for supplies, services and construction in excess of the Simplified Acquisition Threshold (\$100,000) (excluding those on a GSA or other type contract). The Contracting Division awards various types of contracts, depending on the individual needs of the customers. The contract types range from firm-fixed price to cost-reimbursement contracts.

CONTRACT ADMINISTRATION DIVISION: The Contract Administration Division administers the contracts awarded by the Contracting Division. The individuals working in this division are responsible for assuring that you receive your goods and services in a timely manner and that they meet the requirements of the contract. They are also responsible for taking authorized deductions from vendors who do not comply with the terms of the contract and for modifying existing contracts when changes are necessary. This division also negotiates, awards, and administers task orders against the Job Order Contract (JOC).

PURCHASING DIVISION: The Purchasing Division awards and administers all requirements valued at \$100,000 or less. These initial awards for goods, services, and construction valued at \$100,000 and less are called purchase orders. These same contract specialists also administer the purchase orders, assuring that the goods and services received are what were requested in the purchase order. The contract specialists in this division also award delivery orders for an unlimited amount of

money against existing contracts (e.g., GSA, VA, etc.)

SUPPORT DIVISION: The Support Division is responsible for supporting the IBO-C personnel with their automation needs, e.g. PD2 (the contract writing program) and AcquiLine (the purchase request program). The Support Division is also responsible for managing the budget, training, interns, property, and the IMPAC program. Procurement Analysts, responsible for assisting in the review of proposed solicitations and contracts, and Cost/Price Analysts, responsible for reviewing cost elements of proposals, also work in the Support Division.

Now that you better understand which division does what, whom do you call if you have a problem?

WHOM TO CALL

We would like to hear from you, our customer! Tell us how we are doing or just ask a question! Please contact by phone or by e-mail:

Mr. Walt Warfel (910) 396-9133
Director of Contracting
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Ms. Sandra Aman (910) 396-4362
Chief, Support Division ext. 203
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Ms. Jeanette Davis (910) 396-4362
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Mr. Pat Nixon (910) 396-4362
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Ms. Yvonne Pierce (910) 396-4362
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Ms. Lucinda Nance (910) 396-4362
IMPAC Program Coordinator ext. 205
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What's in an Acronym??

Have you spoken with a Contracting person lately only to have those dreaded contracting acronyms thrown at you? If so and you silently agonized over their meaning, here is a short course in **CONTRACTING ACRONYMS**.

Solicitations come in various forms, Invitations for Bid, Requests for Proposal and Requests for Quotations (or Quotes).

Invitations for Bid (or IFB) are normally developed for requirements valued at greater than \$100,000 when our only evaluation factors are price and other price related factors, e.g. delivery. IFB's allow for a public bid opening that can be attended by all interested parties. The time and date of bid opening is established at the time the solicitation is issued and no bids can be received after the date and time of bid opening. All bids are read out loud and everyone in attendance has the opportunity to know what the bid was and who submitted it.

Requests for Proposals (or RFP) are normally issued against requirements that are greater than \$100,000 but will be evaluated on criteria other than just price and price related factors, e.g. offeror's technical capabilities. RFP's do not allow for a public bid opening and none of the information contained in the offer is releasable prior to award. Even after award, only the successful offeror's information is made public. RFP's offer an opportunity for the Government to negotiate with the offeror (whereas IFB's do not allow for discussions or negotiations).

Requests for Quotations (or RFQ) are normally issued against requirements valued at \$100,000 and less. While RFP's and IFB's result in contracts, RFQ's result in purchase orders (or PO's). RFQ's, like RFP's, allow for negotiations between the Government and the offeror. Again, there is no public bid opening and offeror's quotes are not made public (with the exception of the awardee after award). PO's are not contracts until the contractor begins performance or if both the Government and the contractor signed them at the time of award.

An amendment is a change to a solicitation and a modification (mod) is a change to a contract.

The set of rules by which the Government contracting community must live is called the

Federal Acquisition Regulations (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS) and the Army Federal Acquisition Regulation Supplement (AFARS).

Hopefully, this short description of some of our more commonly used acronyms will assist you in better understanding what we're talking about.

NEW DISTRIBUTION METHOD AVAILABLE

The current contract writing software, PD2, allows this office to e-mail contracts and purchase orders to our customers. If you wish to receive your documents in this manner, you must provide your e-mail address on the purchase request.

COMMANDER'S COINS POLICY CHANGE FOR XVIII AIRBORNE CORPS UNITS

IMPAC cardholders are reminded to review Fort Bragg Master Policy No. 13 concerning local policy for the purchase of commander's coins.

Additionally, FORSCOM Policy Memorandum CG-99-2, Commander's Coin Medallion Awards Program, places the following additional restrictions on the purchase of commander's coins.

1. The authority to purchase commander's coins delegated to the XVIII Airborne Corps Commander by FORSCOM is further delegated to other Commanding General Officers on Fort Bragg who are assigned to the Corps.
2. The Deputy Corps Commander (DCG), and in his absence the Corps Chief of Staff, will approve non-divisional unit coin and trophy requests.
3. Unit coin medallions **WILL** bear an inscription identifying it as an award, such as "*For Excellence*" or "*In Recognition of Outstanding Performance*." Coin medallions purchased prior to 1 December 1999 that do not bear the appropriate inscription may continue to be awarded until supplies are exhausted.

4. Commanders authorized to purchase and present unit coin medallions are authorized to purchase only one coin medallion design for their unit. As an exception to this rule, General Officer commanders and equivalent level command sergeants major may authorize coin medallions reflecting their position in addition to the unit coin medallion.

This policy is applicable to FORSCOM units only. Commanders or Unit coins that do not bear inscriptions as described in the Nov 1999 FORSCOM guidance **CANNOT** be purchased with appropriated funds. Appropriated fund purchases of coins that do not comply with the FORSCOM guidance violate the Purpose Statute and collection action must be initiated.

THIS BULLETIN IS AUTHORIZED BY:

//signed//

Sandra Aman

for:

**WALTER H. WARFEL
DIRECTOR OF CONTRACTING**